

**ORGANIZATIONAL FRAMEWORK FOR THE
GEORGIA HELEN RUFFIN READING BOWL (GA HRRB)**

**PREPARED BY THE
STATE STEERING COMMITTEE
(JUNE, 2009)**

I. Name

A. The name of this organization shall be the Georgia Helen Ruffin Reading Bowl (herein referred to as GA HRRB)

II. Statement of Purpose

A. The purpose of this organization shall be to:

- 1. Promote independent and recreational reading**
- 2. Increase standardized test scores**
- 3. Increase reading comprehension**
- 4. Develop an appreciation for literature**
- 5. Improve academic achievement**
- 6. Enhance verbal communication skills**
- 7. Promote cooperation**
- 8. Build self-esteem**
- 9. Develop team spirit**

III. Sponsorship

A. The Georgia Helen Ruffin Reading Bowl (GA HRRB) is in partnership with the Georgia Children's Book Award Program which is sponsored by the Department of Language and Literacy Education, the College of Education, the University of Georgia, in partnership with the Georgia Department of Education.

B. The Georgia Association of Educators (GAE) also sponsors the GA HRRB and is a state co-chair with the Georgia Library Media Association (GLMA), which has sponsored the HRRB since 2002.

IV. HRRB Affiliated Regions and Divisions

A. The North HRRB Region: 28 systems (competition held at Pickens Middle)

Bartow, Calhoun City, Cartersville City, Catoosa, Chattooga, Cherokee, Chickamauga City, Dade, Dalton City, Dawson, Fannin, Forsyth, Gainesville City, Gilmer, Gordon, Habersham, Hall, Lumpkin, Murray, Pickens, Rabun, Towns, Trion City, Union, Walker, White, Whitfield, and non-public school organizations (see rules for inclusion)

B. The West HRRB Region: 26 systems (competition held at the University of West GA)

Bremen City, Butts, Carroll City Schools, Carroll County, Chattahoochee, Cobb, Coweta, Douglas, Floyd, Haralson, Harris, Heard, Lamar, Marietta City, Marion, Meriwether, Muscogee, Paulding, Pike, Polk, Rome City, Spalding, Talbot, Taylor,

**Thomaston-Upson, Troup, and non-public school organizations
(see rules for inclusion)**

C. The East HRRB Region: 34 systems (competition held at Augusta State)

Banks, Barrow, Bulloch, Burke, Candler, Clarke, Columbia, Commerce City, Effingham, Elbert, Emanuel, Franklin, Glascock, Greene, Hancock, Hart, Jackson, Jefferson, Jefferson City, Jenkins, Lincoln, Madison, McDuffie, Oconee, Oglethorpe, Richmond, Screven, Social Circle City, Stephens, Taliaferro, Treutlen, Walton, Warren, Wilkes, and non-public school organizations (see rules for inclusion)

D. Metro HRRB Region: 8 systems (competition held at Clayton State)

Atlanta City, Clayton, DeKalb, Fulton, Gwinnett, Henry, Newton, Rockdale, and non-public school organizations (see rules for inclusion)

E. Middle HRRB Region: 22 systems (competition held at Gray Station Middle)

Baldwin, Bibb, Bleckley, Crawford, Dublin City, Fayette, Houston, Jasper, Johnson, Jones, Laurens, Macon, Monroe, Montgomery, Morgan, Peach, Putnam, Schley, Sumter, Twiggs, Washington, Wilkinson, and non-public school organizations (see rules for inclusion)

F. South HRRB Region: 61 systems (competition held at Valdosta State)

Appling, Atkinson, Bacon, Baker, Ben Hill, Berrien, Brantley, Brooks, Bryan, Calhoun, Camden, Charlton, Chatham, Clay, Clinch, Coffee, Colquitt, Cook, Crisp, Decatur, Dodge, Dooly, Dougherty, Early, Echols, Evans, Glynn, Grady, Irwin, Lanier, Jeff Davis, Lee, Liberty, Long, Lowndes, McIntosh, Miller, Mitchell, Pelham City, Pierce, Pulaski, Quitman, Randolph, Seminole, Stewart, Tattnall, Telfair, Terrell, Thomas, Thomasville City, Tift, Toombs, Turner, Valdosta City, Vidalia City, Ware, Wayne, Webster, Wheeler, Wilcox, Worth, and non-public school organizations (see rules for inclusion)

**G. Division I (competition held at Clayton State)
Consists of the North, Metro, and West Regions**

**H. Division II (competition held at Southeast Bulloch High)
Consists of the East, Middle, and South Regions**

V. Organizational Structure of GA HRRB

A. The organization shall be governed by the State Steering Committee which is comprised of:

- 1. The chair of GAE HRRB**
- 2. The chair of GLMA HRRB**
- 3. Each HRRB Regional Chair, each HRRB Divisional Chair, or the official representative of the chairs**
- 4. Secretary (State Steering Committee appoints)**
- 5. GAE HRRB committee member to handle financial affairs**
- 6. GLMA HRRB committee member to handle financial affairs**
- 7. Trophy chairperson**

B. The GLMA Chair of GA HRRB shall present the State Steering Committee with a report at the end of each academic year detailing the activities of the GA HRRB.

C. The GAE Chair of GA HRRB shall present the State Steering Committee with a report at the end of each academic year detailing any concerns from GAE concerning the GA HRRB.

D. The members representing GAE and GLMA will present the State Steering Committee with a report at the end of each academic year detailing the expenditure of funds from their respective organizations for the GA HRRB.

E. The GA HRRB shall undergo an annual evaluation at the end of each academic year.

F. The GA HRRB State Steering Committee shall have the authority to revoke any school's affiliation with the GA HRRB at their discretion should the school act with willful negligence as to the rules set forth in this charter.

- 1. Schools are not to change their regional or divisional affiliation without permission from the State Steering Committee.**

- 2. Schools have permission to use the materials copyrighted and provided by the GA HRRB only to prepare their teams for competition. Any other uses must be approved by the State Steering Committee.**
- 3. Schools may promote the GA HRRB only to their local school system and community. All other promotions must be approved by the State Steering Committee.**
- 4. Schools are not entitled to funds given by the sponsors to the GA HRRB. Those funds are to be used only for costs incurred in the implementation of the Regional, Divisional, and State bowls including, but not limited to, site costs and trophies.**
- 5. Schools registered in the GA HRRB are required to follow the procedural guidelines adopted by the State Steering Committee at each year's annual meeting.**

VI. Membership

A. Interested staff of any public or private school (including home-school parents), charter school, or public library may officially join the GA HRRB by registering online at the official GA HRRB website. Registered teams may consist of any combination of Georgia students from: public schools, private schools (sectarian and non-sectarian), charter schools, public libraries, and home-schooled students.

B. The official name for all levels of participation in the GA HRRB MUST have the name of that level of competition including the particular school, system, region, or district followed by GA HRRB. For example, (school) Canby Lane Georgia Helen Ruffin Reading Bowl; (system) Clayton County GA HRRB; (region) Region A GA HRRB; (district) District 1 GA HRRB. The state level will be called the GA HRRB.

C. To participate in the GA HRRB competitions, elementary and middle school students must read books from the Georgia Children's Book Award Nominee list for the current year for their level. The Georgia Book Award Nominee list is the GA HRRB's official reading list for elementary and middle schools. This list is created and controlled by the Georgia Book Award Committee and used with their permission for these competitions.

D. To participate in GA HRRB competitions, high school students must read books from the Georgia Peach Book Award for Teen

Readers Nominee list which is the official reading list of the GA HRRB for high school. This list is created and controlled by the Georgia Peach Teen Book Award Committee and used with their permission for these competitions.

E. A school may sponsor no more than one team per level (elementary, middle, or high school). Each school will participate in competition at the level at which that school is classified (elementary, middle, or high), regardless of the grades included in that school. No student may participate on more than one team during the year of participation. For example, a student will not be allowed to participate on a winning public library team at the next level if they have already participated on a public school team that did not place.

F. Each team will consist of a maximum of five players and up to five alternates. After each round of play is completed coaches may then change participants, keeping a maximum of five students in competition.

G. Provided there is space at the regional bowl, up to two teams at each level may participate from a system.

- 1. Each school system with more than two schools at a level (elementary, middle, high) must have a local competition or have a procedure in place to determine which team will compete for the system at the regional level.**
- 2. Any non-public school teams (public libraries, private schools, home-school parents, etc.) will need to coordinate with the public schools to determine which teams will represent the local bowl at the regional bowl.**
- 3. It is the responsibility of all non-public school teams to engage in a local bowl before advancing to a regional bowl. All teams, regardless of school affiliation, must begin competition at the local level before proceeding on to any other levels of competition. The only exception to this would be if a system has only one school at any level – that school's team could participate in the regional competition as long as they were registered.**

H. Winners of local competitions who have not registered at the GA HRRB state website by the date published will not be eligible to move forward to higher levels of competition.

1. All teams (even if they are the sole participant in their system) that wish to participate at the Regional, Divisional, and State levels must register as an official GA HRRB team and are required to submit an entry fee of \$10 to the State Steering Committee by the date published on the website in order to be considered for competition above the local level. EVERY team needs to register online and EVERY school that registers will incur a \$10.00 state registration fee.
2. There should be a system representative to collect system fees, if any, and the state fee, so that one check from the system can be sent to GLMA with a list of the schools in the system that have paid. The system representative will also send a list of schools in the system that have paid to the GA HRRB treasurer.

VII. Official Rules

A. Game Format – These rules may be amended by the State Steering Committee in order to accommodate the number of schools participating in a bowl.

1. Each school will participate in six rounds.
2. Each round will consist of 10 questions.
3. Bye rounds are necessary when there are not an equal number of teams competing and are equal to a break.

B. These rules may not be amended and will be the same for all bowls at all levels.

4. Alternates may be substituted between rounds.
5. Teams will receive 10 points for each correct answer.
6. There will be no penalties for wrong answers.
7. There will be up to five members on a team and up to five alternates.
8. A school may have no more than one team.

C. Rules During the Game/Round – These rules may not be amended and will be the same for all bowls at all levels.

1. Students may hold the buzzer.
2. When the student buzzes in, the console judge must acknowledge the student by color and number (ex.: red, two). If a student who is not acknowledged answers the question, that team's response is not recorded and the question is repeated for the opposing team.

3. The answer must be given within 10 seconds by the student who buzzed in. Conferring is NOT allowed. If the answer is correct, the moderator acknowledges that it is correct, and the scorekeeper posts the score.
4. If the answer is incorrect, the question will be repeated for the other team, which must answer within ten seconds after buzzing in.
5. If neither team buzzes in, the moderator will answer the question and proceed to the next question. No score will be tallied for that question.
6. If a contestant buzzes in before the completion of a question, the moderator stops reading and, after being recognized, the contestant must answer immediately. If an incorrect answer is given, the moderator reads the entire question for the opposing team which has an opportunity to answer the question within 10 seconds.
7. At no time during the actual round may the team consult with the coach, with one another, or have a time-out.
8. Any concern about an answer to a question **MUST** be addressed by one of the five currently competing students to the **COACH** before the next question is asked.
 - a) The student will get the attention of the coach by raising their hand.
 - b) The student will quietly tell the coach their concern.
 - c) The coach will determine if the concern needs to be addressed as a challenge.
 - d) If a challenge goes forward, the moderator may make a decision based on the answers they have or the moderator may confer with HRRB committee members, if needed.
 - e) Once a decision has been made about the question by the moderator, their decision is final.
9. Coaches stay with your team. (A Coach's chair will be provided directly behind your team.) Use your discretion when allowing a student challenge. You are to direct any challenges and ask any questions, not a team member, a parent, or other visitor.

VIII. Set-up of Competition Rooms for Bowls

A. We recognize that each physical arrangement for the various bowls is different and will necessitate that those who set up the bowls be creative in the use of their space. However, there are certain elements

that if we can standardize them from bowl to bowl will help our students to function better at each level.

B. Please consider following these guidelines:

- 1. The moderator's back should be toward a wall with no one behind the moderator.**
- 2. Participating teams should be arranged in a semi-circle or V shape facing the moderator. Five seats for each team should be available.**
- 3. The QuikPro Controller (or similar lock-out device) should be located at the center of the semi-circle or the point of the V between the two teams. The front of the QuikPro Controller should be facing the moderator. The front of the QuikPro should be facing the controller.**
- 4. No audience or non-seated team members should be allowed in the area between the participating teams and the moderator or behind the moderator.**
- 5. Directly behind the seats for the participating team members shall be placed a chair for the main coach of each team. The coach is required to sit there in order to assist with challenges that participants may raise.**
- 6. Everyone else in the audience except for the coach should be at least 2 feet from the participating team members.**
- 7. A judge may be seated beside the moderator.**
- 8. The scorekeeper should be behind the moderator and to the side.**
- 9. A timekeeper may be seated next to the controller.**
- 10. A path for the audience to enter the room and move to the audience section should be clear and should not cross the area between the moderator and the participating teams.**
- 11. If the competition has a continuous background sound (fan or machine noise) that can not be silenced, the moderator should be given a portable sound system so they can be heard easily.**
- 12. The cords from the QuikPro to the buzzers should be taped to the desk or table with enough slack to allow the participant to hold the buzzer with ease. The buzzers should be in the same order as on the QuikPro (1,2,3,4,5) and each buzzer should be plainly labeled. (Use marker to write the color and number on a piece of tape attached to the table across the buzzer wire.)**
- 13. From the time the round starts until it finishes, there should be no sound allowed from the audience at all. Anyone talking or making noise should be asked to leave by the**

moderator. Moderators are trained to say, “I’d like to remind all present that talking during the competition is inappropriate. Each team in violation, including team members, coaches, parents, and visitors, will receive one warning. If a second violation occurs, the opposing team will receive ten points for the question being asked or answered when the violation occurred. Even though no one is to enter or leave the room once the round begins, small children may be taken out by their parents if needed.”

IX. Questions for Bowls

A. Questions for all bowls are to follow this format:

1. Questions can only be literal content questions found within the text of the book. The answer has to be explicitly stated in the book. Inferential and critical thinking questions are not allowed. Allowable questions will not have a two or more part answer. Questions should concern details that are important to the understanding of the story.

2. When preparing questions to be shared as part of the databank of questions for the local, regional, divisional, and state bowls, the preparer must include in Excel format (columns) the following information:

(?#) (In the book,) (Title,) (question?) (answer) (pg # of answer) (hard/paperback) (see attached question template)

3. All schools are encouraged to work with their respective system bowl committee to create a bank of suitable questions. The system bowl committees will determine which questions will be used locally for their bowl and practice and which will be sent on to the state question committee for use in the other bowls.

4. A committee of educators or retired educators that are not affiliated with any team shall be appointed by the State Steering Committee to comprise the State Question Committee. The State Question Committee shall oversee the gathering of questions from system committees who wish to participate in creating questions. The State Question Committee will decide on a due date for all questions and publicize that date and the person to whom the questions should be sent through the website and the respective sponsoring organizations. Once questions are gathered, the State Question Committee will check questions for appropriateness and accuracy. Then they will determine which questions will be used for the System Bowls, Regional Bowls,

Divisional Bowls, and the State Bowl. Remaining eligible questions can be used on the website as sample questions. The State Question Committee will be charged with safe guarding the questions until the appropriate time for them to be sent to chairs of the respective bowls.

5. Systems that participate in sending questions to the State Question Committee may use the questions designated as System Bowl questions for their local bowl.

x. Places, Trophies, Winners, and Tie-breakers

A. Places, trophies, and awards for the local system bowls will be decided on and provided by the local system bowl committee. Local systems may charge an entry fee to their schools in order to have operating money to conduct the local bowl.

B. The State Steering Committee will choose the design, vendor, and price of the trophies to be used for the Regional, Divisional, and State Bowls. The Trophy Chairperson on the State Steering Committee will coordinate with the chairs of the Regional, Divisional, and State Bowls concerning when, where, and how to deliver the trophies to the respective bowl sites prior to the competitions.

C. At the regional and divisional levels, trophies will be given for first, second, and third place winners in each of the three levels (elementary, middle school, and high school). Participation trophies will be given to the teams below third place (not to 1st, 2nd, or 3rd).

D. There will not be ties above the local level. The teams with the highest total points from all rounds completed will be the winners. In case of a tie, it must be broken with a tie-breaker round. Tie-breaker scores stand on their own; they are not added to the original scores.

1. In the case of a first place tie, the first place tie-breaker round will determine first and second place – the team that scores the highest score in the tie-breaker round wins first place and the team that scores the next highest score in the tie-breaker round wins second place, regardless of the original scores. Third place is then the highest score between the next two teams.

2. If there is a first place winner and a second place tie, a second place tie-breaker round will be used to determine second and third places – the team that scores the highest score in the tie-breaker round wins second place, regardless of the original scores, and the other team wins third place.

3. If there are first and second place winners and a third place tie, a third place tie-breaker round will determine third place –

- the team that scores the highest score in the tie-breaker round wins third place, regardless of the original scores.
4. If a winning team backs out of the next level of competition, the team with the next highest score (either in regular competition or after tie-breaker rounds) will take their place.
- E. A tie-breaker round will consist of 5 questions (with 2 alternate questions if needed by the moderator) with the winner being the team that answers three questions out of five correctly.
- F. Coaches may request final scores for their team to be emailed to them by the regional, divisional, or state committee chair the week following the competitions.
- G. The six regional competitions will consist of first place winners (and second place, if space permits) from the respective systems for each level of competition (elementary, middle, high). The two divisional competitions will consist of first and second place winners from the respective regions for each level of competition. The state competition will consist of first place winners from the respective divisions for each level of competition. First and second place trophies and certificates of participation will be awarded at each level of competition (elementary, middle, high) at the state competition.

XI. GA HRRB Location and Contact Information

A. Location of Regional Bowls and Chairs

1. North: Pickens County Middle School

a) Esther Brenneman; Email:

esther.brenneman@cherokee.k12.ga.us

b) Karen Gurty; Email: Karengurty@pickens.k12.ga.us

2. West: University Of West Georgia

a) Pamela Huey; Email: pamela_huey@douglas.k12.ga.us

b) Stephen Williams; Email:

stephenwilliams@bellsouth.net

3. Metro Region: Clayton State University

a) Barbara Hallstrom; Email:

Barbara_K_Hallstrom@fc.dekalb.k12.ga.us

b) Dr. Mary J. Thomas; Email:

mary_j_thomas@fc.dekalb.k12.ga.us

4. Middle Georgia Region: Gray Station Middle School

a) Charlotte Foskey; Email Address:

cfoskey@jones.k12.ga.us

b) Address: 324 Highway 18 East Gray, GA 31032

5. East: Augusta State University

a) Terrie Gribanow; Email: GribanowT@mcduffie.k12.ga.us

6. South: Valdosta State University

a) Jaime Rearley; Email: jrearley@liberty.k12.ga.us

b) Shan Peters; Email: rpeters@camden.k12.ga.us

B. Location of Divisional Bowls and Chairs

1. Division 1 (Northern)

Clayton State

Vicky Atwood; vatwood@henry.k12.ga.us

2. Division 2 (Southern)

Southeast Bulloch High School

9184 Brooklet/Denmark Hwy.

Brooklet, GA 30415

Donna Milner; donnamilner@yahoo.com or

dmilner@camden.k12.ga.us

Georgia Helen Ruffin Reading Bowl

Volunteer Training\Job Descriptions

SCOREKEEPER

- 1. Record names of each school at the top of score paper and on the official Helen Ruffin Reading Bowl coach's score verification form.**
- 2. During rounds, write scores on score paper. (large so all can see)**
- 3. Tally and record total score at end of round on official Helen Ruffin Reading Bowl coach's score verification form and have each coach sign at the bottom. Moderator and coaches must verify.**
- 4. Open your door to signal the runner to pick up both your signed coach's score verification form and the large score sheet.**
- 5. Wait outside the door until a committee member signals that the round is over. Open the door and let everyone know they may go to the next competition room.**

Georgia Helen Ruffin Reading Bowl

Volunteer Training\Job Descriptions

TIME KEEPER/CONSOLE JUDGE

- 1. Operate console for lock-out device (QuikPro, QuizMatic, etc.).**
- 2. Test the buzzers at the beginning of each round by having students buzz in one at a time.**
- 3. Once the round begins, identify team color (usually red or yellow) and number of player who buzzes in first.**
- 4. Use stopwatch to begin count of 10 seconds as soon as team member is recognized.**
- 5. Turn off stop watch when the student begins to answer.**
- 6. Use stopwatch to begin time after each question is asked if no one buzzes in.**
- 7. Call time at the end of 10 seconds if no answer is given.**
- 8. Prepare lock-out device for next question by pressing reset button.**

Georgia Helen Ruffin Reading Bowl

Volunteer Training\Job Descriptions

MODERATOR

1. Check your folder to verify that you have questions for the correct level (elementary, middle, or high school). Verify the round and make sure it matches the number on the top of the sheet containing the questions. If you have time, read over the questions before each round begins. Check to be sure you can pronounce unfamiliar words and phrases. (Address any questions to a committee member.)
2. Begin the round after a committee member has announced that the next round may begin.
3. Welcome both teams to Round ____ of the _____ Helen Ruffin Reading Bowl.
4. Introduce yourself as moderator, then introduce the console judge and the scorekeeper.
5. Remind visitors to turn off cell phones. Also say, "I'd like to remind all present that talking during the competition is inappropriate. Each team in violation, including team members, coaches, parents, and visitors, will receive one warning. If a second violation occurs, the opposing team will receive ten points for the question being asked or answered when the violation occurred. Even though no one is to enter or leave the room once the round begins, small children may be taken out by their parents if needed."
6. Read the competition rules at the beginning of each round.
7. Ask if there are any questions from team members, coaches, or audience.
8. Ask the console judge to check that all equipment is working.
9. Say, "We are ready to begin Round ____."
10. Open the envelope and retrieve the questions for the round.
11. Begin by saying, "Round ____, question ____."
12. Read the questions and allow the console judge to call out team color and student number.
13. Acknowledge that answers are correct or incorrect. The only acceptable responses to the teams are: "That is correct. Your team is awarded ten points." ...or... "That is incorrect." (Then you read the question again for the opposing team.)...or..."Can you be more specific?" (...if more detail is needed to verify a correct answer. Answers should be correct, but don't have to be worded exactly as they are written.)

14. Read correct answer if no correct answer is given by either team. (“The answer written here is...”)
15. If a player buzzes in before you finish reading a question, STOP and allow the console judge to call on player to answer immediately.
16. Acknowledge challenges/questions from a coach after one of the five currently competing students raises their hand and speaks with the coach. A coach cannot initiate a question or challenge on their own. (Coaches can only speak for the team, not themselves.) If, as a moderator, you decide that a question or its answer is unanswerable, unfair, or confusing, you may elect to throw out the question and use one of the alternate questions provided at the end of the question sheet.
17. If an answer must be verified, contact HRRB committee member handling challenges:
 - High School –
 - Middle School –
 - Elementary School –Identify:
 - your room number,
 - the question number,
 - book title, and
 - page number where the answer should be located.
18. Wait for answer from committee member – do not discuss question and/or answer in competition room (step outside with coaches if needed).
19. At the completion of the round say, “This concludes Round _____ of the _____ Helen Ruffin Reading Bowl. Congratulations to both teams. Please do not leave until the announcement ending this round has been made.”
20. If the round ends in a tie, do not ask a tie-breaker question. If needed, there will be a tie-breaker round at the end of the competition.
21. Prepare for the next round by previewing the questions, if time.

Georgia Helen Ruffin Reading Bowl

Volunteer Training\Job Descriptions

COACH

- 1. Stay with your team. (There should be a coach's chair provided directly behind your team and in front of parents/visitors.)**
- 2. Address your students' challenges only to the moderator during the round. Use your discretion when allowing a student challenge.**
- 3. You are not to challenge the final decision of the moderator.**
- 4. Remind your students there will be no talking during a round. Upon a second warning by the moderator, the opposing team will automatically receive 10 points.**
- 5. If you have a question or concern you should address the moderator and/or a committee member before the next round begins.**

Georgia Helen Ruffin Reading Bowl

Volunteer Training\Job Descriptions

SCORING COMMITTEE

- 1. The scoring committee will be composed of one to three members of the Bowl Steering Committee (whether at the local, regional, divisional, or state level).**
- 2. Scoring should be entered on the appropriate Excel Scoring Sheets for tallying.**
- 3. All paper score sheets and signed coach's verification sheets should be used by the scoring committee to verify that all rounds were completed by all teams and that all scores are correct on the electronic score sheet before announcing winners.**
- 4. The electronic score sheet, the paper score sheets, and the coach's verification sheets are to be secured by the chairperson of the bowl for at least a week following the bowl. These items would be available to the State Steering Committee in the event that a controversy needs to be investigated.**
- 5. The bowl chairperson will release to the participating coaches only the electronic score sheet the week following the bowl.**
- 6. Scoring Committee members should assist the Bowl Chairperson in announcing winners and handing out awards and trophies.**

**Georgia Helen Ruffin Reading Bowl
Generic Instructions/Thank You for All State, Divisional, Regional, and
System Volunteers**

Thank you so much for supporting our students on <Date> at <Location>. Use Map Quest to get directions to the location. Remember to go to the official HRRB website and review the online training:

<http://www.dekalb.k12.ga.us/hrrb/training.html>

Here are a few reminders:

- Please arrive at <time> and park <location>. Training for all volunteers will be in the <location> from <time>.**
- There will be an assembly at <time> in the <location>. We will not have a guest speaker (special guests may be introduced). All comments and remarks should be brief statements and/or instructions as a prelude to the bowl.**
- The competitions should begin right after the assembly, we anticipate <time>, and will end at around <time>.**
- There will be <number of rounds> rounds of competition.**
- After the last round, please help us break down the room in which you are stationed by packing up the lock-out device (QuikPro, etc.). Take the device to room <designated location>.**
- All teams, parents, coaches and spectators will go to the <location> for the presentation of awards and recognition of the winners. We would like for you to stay for the assembly, but you are not required to stay.**

Again, we want to personally thank you for your support and encouragement of our teams. We will do our very best to make you proud. Please remember to complete the volunteer survey.

The Georgia Helen Ruffin Reading Bowl Steering Committee

Georgia Helen Ruffin Reading Bowl Volunteer Survey

Please check the appropriate Bowl:

System___ Regional___ Divisional___ State___

In an effort to continually grow and improve the Georgia Helen Ruffin Reading Bowl (HRRB), the steering committee is asking you to respond to the following questions.

Is this your first time serving as a volunteer? Yes _____ No _____

If no, how many times have you volunteered? _____

Will you agree to volunteer again? Yes _____ No _____

You served in a room with teams from Elem. _____ Middle _____ High _____?

Were you a moderator _____ console judge _____ scorekeeper _____?

Did you participate in the training:

_____ online at the official website?

_____ early this morning with a committee member?

_____ previously?

_____ other

Who trained you? _____

_____ I was not trained.

Did your training adequately prepare you to perform your job for the competition?

Yes _____ No _____

Overall, was this a very positive experience? Yes _____ No _____

I would suggest the following changes to the training:

I would suggest the following changes in the duties of:

moderator _____ console judge _____ scorekeeper _____

Insert Coach's survey form here

Helen Ruffin Reading Bowl Score Card

FY _____ For: System ____ Region ____ Division ____ State ____

Round _____ Room _____

Team	Red	Team	Yellow
School name		School name	
Points earned		Points earned	
Coach's signature		Coach's signature	
Scorer's signature		Scorer's signature	

Helen Ruffin Reading Bowl Score Card

FY _____ For: System ____ Region ____ Division ____ State ____

Round _____ Room _____

Team	Red	Team	Yellow
School name		School name	
Points earned		Points earned	
Coach's signature		Coach's signature	
Scorer's signature		Scorer's signature	

Insert Excel question template here.

Insert Excel score sheet template here.

Insert Excel team schedule template.